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JOB SERVICE BOZEMAN NEWS

Monthly Publication for August 2017



Workforce Trends



THE FUTURE WORKFORCE: EVOLVING TRENDS AND TENDENCIES

Workforce Trends:

We are always planning for the future to keep up with progress and remain competitive. Today's work environment involves a mentality attuned leadership making changes to keep up with technology, economic conditions, a workforce that is always looking for a career move or better job, and a shrinking workforce as more people leave the traditional work relationship behind for new opportunities rapidly changing the work environment. What are today's workforce trends that will ensure we remain in business, tomorrow? [HRLaws](#)

The Gig Economy is an environment in which temporary positions are common and organizations contract with independent workers for short-term engagements. According to [HRLaws](#), 59% of employers say that the trend toward temporary jobs will increase in the next three to five years. A report from MetLife in their 15th annual U.S. Employee Benefit Trends Study finds that freelance work appeals to Millennials most, with 64% of the generation interested, followed by Gen X with 52%, and Baby Boomers with 41%.

The Independent Workforce

[MBO Partners](#), a private company that provides a specialized business operating system to independent workers and businesses, conducted a study on this current trend. According to their [2017 State of Independence in America Report](#), the total number of self-employed Americans aged 21 and above rose to 40.9 million in 2017, up 2.8 percent from 2016. Independents, who now represent about 31 percent of the U.S. civilian labor force, are distributed across every demographic, age, gender, skill, and income group.



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CURRENT UNEMPLOYMENT RATE

June 2017 - Seasonally Adjusted



June 2017

Seasonally Adjusted
Unemployment Rates:
Nation: 4.4%
Montana 3.9%

Current Unemployment Rates:
Gallatin County: 2.5%
Park County: 3.2%

Total Labor Force
Gallatin County: 64,678
Park County: 8,914
Total Unemployed: 1,896

Total Jobs Posted Statewide:
8,965

Source: [lmi.mt.gov](#)



The Agile Workforce of the Future

What should companies call those people they pay to work for them? In Randstad's Workplace [2025 survey](#), half of the more than 1,500 executives surveyed for the study agreed that by 2025 "*contributor*" would be a more accurate term for workers rather than employees. A separate survey of more than 3,100 employees found 57 percent feel they are increasingly seen as "*contributors*."

More people are embracing a new term for workers that likely represents more than a trendy new buzzword. It shows that employers and employees anticipate a future of work in which employers are even less firmly tied to their workers than they are today.

Indeed, the survey shows far more employers now say they are committed to "building an agile workforce" composed of both full-time workers and [part-time contractors](#). Forty-six percent said so last year, compared to only 18 percent in 2012.

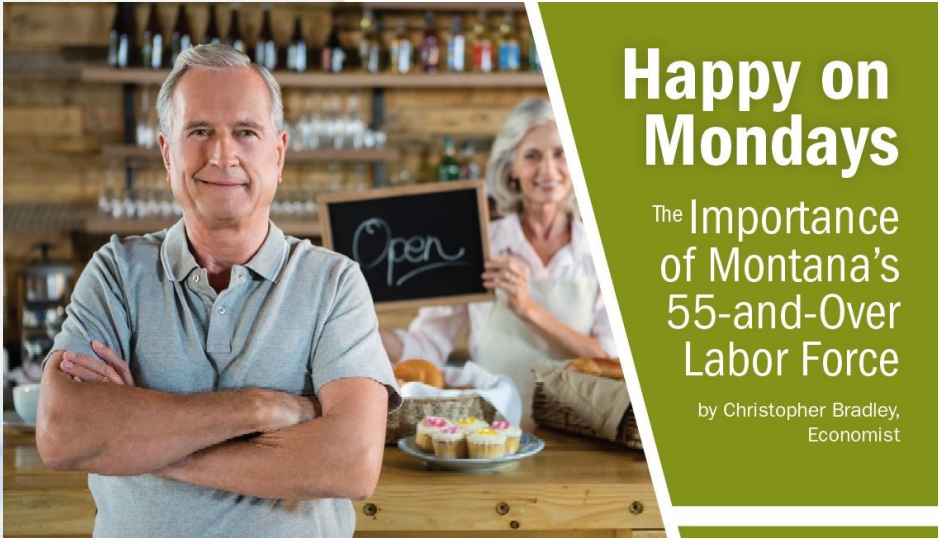
Randstad reports 76 percent of companies are already using "agile" employees, and that such workers account for 30 percent of their labor, on average. In total, 11 percent of the U.S. workers already consider themselves "agile" workers who make their living as independent contractors or consultants. As the world becomes even more connected by technology, allowing those in need of labor to connect with skilled professionals from across the world, that percentage is likely to increase.

Why do employees go the [freelance](#) route? There are a myriad of reasons, in addition to obvious lifestyle benefits that come from not having a permanent boss. Fifty-six percent say that it allows them to make more money and 48 percent say it offers them better career growth opportunities. *By [Benefits Pro](#)*

Bringing Jobs to the "fly-over zone"

Much the same goes for geography. If they're willing to actually look, companies can locate top talent well outside the same crowded cities where they keep desperately hunting within limited, competitive local pools. Some top knowledge workers actually want to leave major hubs for smaller towns and rural areas where their dollars will go further—they just haven't found employers that will let them. Maybe that means a Seattle company recruiting new, remote hires in small cities undergoing surprising tech booms, like tiny Bozeman, Montana. Or maybe it just means letting a top performer leave headquarters to keep doing her job remotely from someplace else.

When companies make even small shifts toward more distributed workforces, the outsize impact can be surprising. Thanks to the well-known "multiplier effect," for every job you fill...you can actually create up to 4.3 jobs altogether: The person you hire will spend the money she earns locally, creating work for lawyers, school teachers, dentists, retail staff, and restaurant workers. It's the reverse for every designer and developer you ask to move from someplace else to work with you in your New York office; you've just taken her talent and spending out of another city that's now that much less likely to flourish in the future. *By [Fast Company](#)*



Happy on Mondays

The Importance of Montana's 55-and-Over Labor Force

by Christopher Bradley,
Economist

Happy on Mondays

The Importance of Montana's 55-and-Over Labor Force by Christopher Bradley, Economist

What do you call someone who is happy on Mondays? Retired! It's an old joke, but does it still work or should it be retired? For every retirement-aged worker counting down the days to freedom, there's another who wouldn't think of giving up their life's work. The decision whether to stay in the labor force is a personal one, but that doesn't mean economic factors aren't at play. Pinpointing these factors, both economic and personal, will become increasingly important as Montana's labor market tightens, and its population ages.

Older workers have become a larger part of the labor force and it is more important than ever to know the ins and outs of this subset of the labor force. Employers trying to fill open positions with experienced workers and younger workers looking for opportunity to fill vacated positions will both benefit from having a deeper knowledge of Montana's older workforce. This month's article will look at Montana's workers aged 55 and older, reasons they do and don't participate in the labor force, and the types of employment they tend to be engaged in. [Read: Older Workers in the Labor Force](#)

U.S. Department of Labor to Publish Request for Information on Overtime Rule

The U.S. Department of Labor will publish a Request for Information for the overtime rule on Wednesday, July 26, 2017. The RFI is an opportunity for the public to provide information that will aid the department in formulating a proposal to revise these regulations which define and delimit exemptions from the Fair Labor Standards Act's minimum wage and overtime requirements for certain employees.

The RFI solicits feedback on questions related to the salary level test, the duties test, varying cost-of-living across different parts of the U.S., inclusion of non-discretionary bonuses and incentive payments to satisfy a portion of the salary level, the salary test for highly compensated employees, and automatic updating of the salary level tests.

The RFI will be published in the Federal Register with a 60-day public comment period. Instructions on submitting public comments are in the RFI. Comments may also be submitted electronically at <http://www.regulations.gov>.

[Click here for a preview copy of the RFI.](#)

Soft Skills Training Program

When evaluating their hiring plans for 2017, 62% of employers rate soft skills as very important, according to [CareerBuilder](#).

According to an earlier business survey conducted by Job Service, the most important attributes that an employer seeks in their employees are the abilities to show up to work on time, be ready to work, and willing to learn.

Job Service Bozeman is providing a soft skills course designed essentially to provide information and skills set guidance to employees. This is a training provided by Job Service as a Montana Department of Labor & Industry business resource to the community at no cost to businesses and employers.

Topics

How to use verbal and non-verbal communication, effectively

Appropriate use of technology in the workplace

Using manners to make a good impression

Problem solving and critical thinking

Ways to work in teams and with diverse personalities, effectively

Personal work ethic and professionalism

Identifying personal strengths and area for improvement

Ways to manage personal attitudes

Enthusiasm and the Power of PMA (Positive Mental Attitude)

Interviewing skills and first impressions.

Testimonial from Manhattan Bank:

"Fun and informative presentation that was well received"

A version of the training is offered to the Bozeman High School Freshman Strategies Class, currently. It will also be offered to other schools in our service area, next school year. Upon completion of the training, students are rewarded a certificate that they may include with their resume.

Resources used for this program were developed by ODEP and Montana Youth Transitions, a statewide collaboration of services that provides support to youth as they transition from High School into adulthood.

Contact Michele Letendre at (406) 582-9236 for more information or to set up a training.

These Are The Job Skills Of The Future That Robots Can't Master

To beat the bot, you need to be more human, by Stephanie Vozza

We may live in a digital world, but **soft skills** like communication, problem solving, collaboration, and empathy are becoming more valued than technology, says Paul Roehrig, chief strategy officer for Cognizant Digital Business, a business and technology service provider.

"People skills are more and more important in an era where we have powerful and pervasive technology," he says. "It sounds counterintuitive, but to beat the bot, you need to be more human."

When evaluating their hiring plans for 2017, 62% of employers rate soft skills as very important, according to [CareerBuilder](#). But a recent survey by the [Wall Street Journal](#) found that 89% of executives are having a difficult time finding people with these qualities.

If you haven't upped your emphasis on **soft skills**, maybe it's time to rethink your workplace strategy. Teaching employees soft skills boosts productivity and retention by 12%, delivering a 256% return on investment, according to a study from the University of Michigan. Here are four changes to make in your organization that will help employees develop the skills you need to succeed:

1. Evaluate Your Culture

While classes are helpful, the best way to teach soft skills is by making them part of your work environment, says Linda Sharkey, author of *Future-Proof Workplace: Six Strategies to Accelerate Talent Development, Reshape Your Culture, and Proceed with Purpose*. "Build the behaviors you want into your culture," she says. "If part of your culture is collaboration, people will learn it, because that's the expected behavior they see in others." For example, custom software creator [Menlo Innovations](#) pairs people to work on a project, then rotates them for the next project.

2. Reward Employees Who Exhibit Soft Skills

Reinforce your values with the people you promote to leadership, insisting on behaviors such as curiosity and relationship building from managers, says Sharkey. "Leaders must act as coaches and developers of their folks so they are, in fact, building collaborative relationships along with those who work with them," she says. "Acknowledge behavior you value, such as creativity, curiosity, or analytical thinking."

3. Strive To Create A Diverse Workforce

Hiring people with other perspectives and backgrounds helps employees build empathy. Matthew Gonnering, CEO of the digital asset management firm Widen, takes a different approach by hiring people with developmental disabilities, such as Down Syndrome and cerebral palsy...Widen's employees with disabilities not only complete their daily tasks; they create value that goes beyond occupational responsibilities, says Gonnering. "Most notably, they initiate conversations about topics they are passionate about, spread a contagious positive attitude, and demonstrate an appreciation for details," he says.

4. Start A Mentoring Program

If a new employee is lacking in a certain soft skill, pair him or her with a mentor who possesses those skills, suggests Tim Elmore, president of the leadership training and development organization [Growing Leaders](#). "Mentoring gives younger professionals the opportunity to talk candidly and learn from someone older and more experienced, in a relaxed environment," he says...For example, making a positive first impression is easy, but creating a lasting impression is much more difficult, says Elmore. "This is a matter of social intelligence—a soft skill business leaders often report is missing in their young team members," he says.

Select a group of influential workplace veterans who can meet with your young professionals on a weekly basis, Elmore suggests. "Discuss one topic each week, igniting conversation on social intelligence," he says. "Some potential ideas are social cognition, self-presentation, and influence..."

Soft skills are more important than you think, says Sharkey. "If you allow people to treat others with disrespect, then your culture becomes highly toxic," she says. "Today, companies put value statements on the wall, but do they live them? If the bottom line is really profit—doing anything to make that profit—you will ultimately lose customers, talent, and your reputation in the marketplace."



"As machines do more routinized and lower-value-add work, more people are needed to work in context of what automation and AI cannot do."

Paul Roehrig, coauthor of [What To Do When Machines Do Everything: How to Get Ahead in a World of AI, Algorithms,](#)

Informational Wage Rates by Occupation



Wage Rates for wage and salary workers in nonfarm establishments



The [Occupational Employment Statistics \(OES\) wage survey](#) is a semi-annual mail survey that measures occupational employment and wage rate for all full-time and part-time wage and salary workers in non-farm industries covered by unemployment insurance. The surveys collect data for the payroll period including the 12th day of May or November. The survey does not cover the self-employed, owners and partners in unincorporated firms, household workers, or unpaid family workers. The wage rates published here are considered “informational,” meaning they cannot be used for Montana Prevailing Wage or Foreign Labor Certification purposes.

Research & Analysis Bureau, www.lmi.mt.gov

The Future of Cybersecurity

By Domenico Raguseo, [SecurityIntelligence](#)

You can't discuss the future of cybersecurity without considering emerging trends in technology and threat landscapes. As organizations develop and adopt technologies related to big data, cognitive computing and the [Internet of Things \(IoT\)](#), cyberthreats are growing in both volume and complexity.

The race is on to secure these systems and devices before fraudsters figure out how to exploit them...

Securing the Internet of Things

Security professionals are well-versed in protecting servers and traditional mobile devices such as smartphones, but what about cars, refrigerators, thermostats and other home automation gadgets? Even more importantly, can they secure [medical equipment](#) in increasingly connected hospitals?

Cybercriminals commonly hijack connected devices to form botnets in larger efforts to commit distributed denial-of-service (DDoS) attacks against high-profile websites. It is becoming even more important for users and enterprises to properly secure their devices. Device manufacturers should build effective security controls into their products, and organizations should conduct exhaustive [application security testing](#).



Using Cognitive Security to Fight the Cybersecurity Borg

By Christophe Veltsos, [SecurityIntelligence](#)

[Cognitive security](#) is the application of artificial intelligence and machine learning concepts to the cybersecurity battlefield...With machine learning, IT professionals can process threat data more efficiently, and more accurately predict criminal activity. This is just one of the many ways in which cognitive computing will shape the future of cybersecurity.

A recent report by IBM's [Institute for Business Value \(IBV\)](#), based on a survey of 700 security leaders...revealed that IT teams are looking for ways to more effectively address three main shortcomings in their security response capabilities: a [speed gap](#), an accuracy gap and an intelligence

gap....While many institutions and government agencies have implemented regulations to protect data, the increasingly sophisticated threat landscape demands a sweeping culture change when it comes to security. [Read entire article!](#)

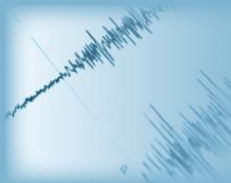
Passwords are a hassle!

In defense of passwords, they're inconvenient and insecure, but the alternatives are worse. By Will Oremus, [Slate](#)

Take biometric authentication systems, like finger prints, iris scans, voice recognition, or even keystroke dynamics. Part of their appeal is that they



FEMA



What To Do Before, During, and After an Earthquake

Recent earthquakes remind us that we live on a restless planet. But there are many important things we can do before, during, and after an earthquake to protect ourselves, our homes, and our families.

Before an Earthquake

It is important for individuals, families, organizations, and communities to identify their risk, make a plan, create a disaster kit, and remove, relocate, or secure anything that can:

- ☐ Fall and hurt someone
- ☐ Fall and block an exit
- ☐ Fall and start a fire
- ☐ Require a lengthy or costly clean-up

During an Earthquake

DROP to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.

DO NOT RUN OUT OF THE BUILDING DURING THE SHAKING AS OBJECTS MAY BE FALLING OFF THE BUILDING AND CAUSE SERIOUS INJURIES OR DEATH.

For more information, visit [Ready.gov](https://www.ready.gov) and [ShakeOut](https://www.shakeout.gov).

After an Earthquake

Safely evacuate. Please note that aftershocks could happen. These additional shaking events can be strong enough to do additional damage to already weakened structures and can occur in the first hours, days, weeks, or even months after the main earthquake. Have a professional engineer or local building official inspect the structural integrity of your home and/or building for potential damages. This should also include:

- ☐ Inspecting your chimney for unnoticed damage that could lead to fires. Even a few cracks not obvious at first glance can create an unsafe condition the next time the fire place is used.
- ☐ Checking for gas, electrical, sewer, and water line damages to avoid fire and hazardous leaks.

Also visit [Earthquake Safety Guide for Homeowners](https://www.fema.gov/earthquake-safety-guide-for-homeowners) and [FEMA Earthquake](https://www.fema.gov/earthquake).

When The Earths Shakes—Animated Video

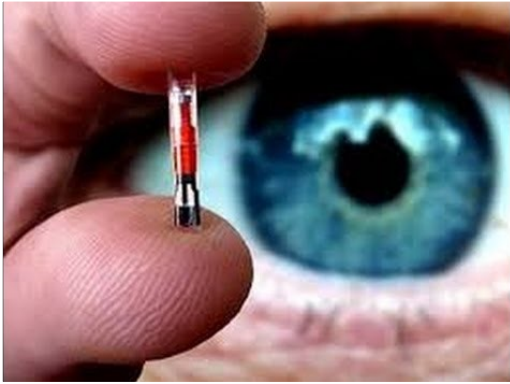
<https://youtu.be/YXxPTAhMGLI>

San Andreas—Dwayne Johnson Earthquake

<https://youtu.be/vRdTALWrpTE>

Why Would Anyone Let Their Employer Stick A Microchip Into Their Body?

By Steven Melendez for Fast Company



If your employer asked your permission to install a microchip in your body, what would you say?

That's the question facing workers at Three Square Market, a Wisconsin company whose self-checkout technology powers more than 2,000 miniature convenience stores in offices and break rooms around the world. Since the news broke last week, the company has come under fire from the public, and it's barely managed to stay above a one-star rating on Google.

The chips, RFID-compatible devices roughly the size of a grain of rice and typically injected between the thumb and forefinger, are strictly voluntary, the company says. About 50 out of 80 employees in the River Falls, Wisconsin, headquarters have opted in, as have the company's college interns. They'll be able to use the chips to unlock doors around the office, log in to computers and copy machines, and, naturally, make purchases at the in-office minimart.

"Now, instead of remembering hundreds of passwords, we'll be able to hold our hand over an RFID reader," says CEO Todd Westby.

Three Square is working with Swedish company Biohax International to install the chips and is paying the roughly \$300 parts-and-labor cost for employees who want them. Those who want the benefits of the chip without breaking their skin can opt to have it installed in a wearable ring or bracelet, says Westby. Other employees are free to stick to passwords and traditional badges to access computers and unlock doors.

Still, the project has naturally stirred up plenty of concern that it's the first step on a slippery slope to a dystopian future, and that similar chips will one day be necessary to do business, receive government services, or board a plane. Comments on the company's Facebook page reference the Bible's Book of Revelation, and its prophecy that only those with the "mark of the beast" will be able to buy or sell goods, and some are calling for a boycott of Three Square and its related companies....

Other critics have expressed concern about the health ramifications of having such chips inside the body, and warned that Three Square or third parties will be able to use the devices to spy on the microchipped workers. (Westby emphasizes that the chips don't contain any GPS technology, so they won't be able to monitor their employees' movements other than their interactions with devices in the office)...

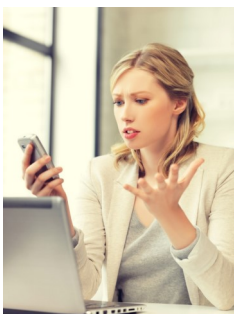
Generally, the chips have proven more popular in workplaces outside the United States, where people are less worried about government or corporate tracking, says Amal Graafstra, author of the book *RFID Toys* and founder of biohacking supply company [Dangerous Things](#). The company supplies chips to hobbyists, who install them to access doors in their homes, start their cars, or even share business card data with compatible phones. But so far, the market for more serious uses in the U.S. appears limited...

Laws in some states prevent companies from offering incentives to get the chips implanted, which some companies interpret as meaning that they can't pay for the devices in employees who want them. And others are worried about a potential consumer backlash, he says. "If one person says, 'We're not going to buy your product because you're chipping employees,' they're not going to do it," Graafstra says.

[Read entire article](#)

Labor Law Poster Scam

By Kay Strayer, Business Services & Bonding Program Manager; Montana Department of Labor & Industry



Avoid "Poster Scam" circulating, now. The way this scam works is:

The caller says they are with the US Federal government, office of compliance, the business is out of compliance due to a new poster requirement, the business needs to provide a credit or debit card and pay \$189, and if the business does not make a payment over the phone, they will be fined. Employment law posters are available for free from your local Job Service office or online at the MT Department of Labor & Industry web site.

Also available on Job Service Bozeman web site: <http://www.bozemanjobs.mt.gov>, or stop by our office anytime to pick one up, or as many as you may need: corner of Lamme and Willson Streets in Bozeman. Telephone 406.582.9200 if you have any questions.



WOMEN BUILD, PROTECT & MOVE AMERICA

New Funding to Support Women in Apprenticeship and Nontraditional Occupations

Last week, the Women's Bureau announced the availability of nearly \$1.3 million in grant funds to boost women's participation and success in skilled jobs.

The WANTO Technical Assistance Grant Program is designed to help employers and labor unions recruit, train and retain women in apprenticeship and nontraditional occupations. This year, grant funds will be awarded to up to four community-based organizations to provide one or more of the following types of technical assistance:

- Developing pre-apprenticeship or nontraditional skills training programs;
- Providing ongoing orientations for employers, unions and workers; and/or
- Setting up support groups and facilitating networks for women.

Grantees may work with employers and labor unions in the full range of industries in which women are traditionally underrepresented or disproportionately concentrated in lower-wage occupations, including advanced manufacturing, energy, healthcare, information technology, and transportation.

Applications are due August 23, 2017. [Click here](#) to view the solicitation for grant applications. Find answers to frequently asked questions [here](#).

To learn more about resources and opportunities for women in apprenticeship and nontraditional occupations, check out the Women's Bureau's [Women Build, Protect and Move America](#) portal.

DOL Seeking Members for Task Force on Apprenticeship Expansion

U.S. Secretary of Labor Alexander Acosta is inviting nominations for individuals to serve on a new Task Force on Apprenticeship Expansion.

The Task Force is being convened as part of the Department's efforts to implement President Trump's [Executive Order](#) to expand apprenticeship in America.

The Task Force is responsible for identifying strategies and proposals to promote apprenticeships, especially in sectors where the current number of apprenticeship programs is insufficient. It will also submit to the President a final report detailing these strategies and proposals. [Click here](#) for more information about the Task Force.

Any interested person or organization may nominate one or more qualified individuals for membership on the Task Force. **Nominations are due by August 8, 2017.** [Click here](#) to view the Federal Register notice soliciting nominations for the Task Force.

US gives Montana \$4.6 million for retraining coal workers

Marissa Perry, Press Secretary, Governor Steve Bullock; www.governor.mt.gov/newsroom



Funding will directly train workers for new jobs in a diversified economy

Governor Steve Bullock today announced that the State of Montana has secured \$4,646,248 million in funding to assist the community of Colstrip with workforce planning and worker training, and to ensure the successful transition of the region to a diversified economy.

“Taking care of the workers of Colstrip is a top priority of our administration, and I remain committed to making sure we don’t leave the community high and dry,” said Governor Bullock. “This funding is absolutely critical to ensuring responsible, Montana-made solutions that will bolster job creation potential and harness good-paying jobs for hard-working Montanans and their families in the region.”

\$2 million in funding will be immediately available for planning efforts in Colstrip and for workforce training of coal workers in other Montana communities.

In response to the decline in coal mining employment and potential long-term impacts in the region, the Montana Department of Labor & Industry (DLI) applied for the POWER grant through the U.S. Department of Labor’s Dislocated Worker program to provide support for the local Colstrip community to achieve their economic development goals.

The funding covers workforce training for Colstrip and other communities in Eastern Montana affected by coal-related layoffs. The dollars will go directly towards training 1,700 workers in 21 eastern and south central Montana counties for new jobs in a diversified economy. The funding will be awarded as sub-grants to eligible training providers with a connection to the local community, such as community colleges, tribal colleges, labor unions, or other training organizations.

The application was developed with support and guidance from the local economic development corporations, local worker’s unions, and other groups interested in the successful transition of the community’s workers. Local economic development organizations will also assist with a regional workforce plan to develop a strategy to take the existing workforce and transition them into occupations needed in the future economy.

“There is some productive collaboration going on, all in an effort to assist coal country as there are some significant impacts on the horizon,” said Jim Atchison, Executive Director of SE MT Development based in Colstrip. “When these impacts hit coal country, every community in Montana will feel the pinch, but these grant funds awarded to the Montana Department of Labor & Industry will certainly help ease these pending impacts.”

“The coal industry is changing. This grant will help ensure that Montana coal is better able to continue as a vibrant sector of the Montana economy for years to come,” said Al Ekblad of AFL-CIO. “It is great example of what can be accomplished when organized labor, government, and conservationists work together. The Montana AFL-CIO would like to thank the Montana Department of Labor & Industry, Northern Plains Resource Council, and our affiliates for their work, effort, and effective cooperation on this grant that will help the Colstrip community and workers.”

Additional funding will go towards sub-grants to local and statewide entities to support curriculum development or innovative workforce training consistent with the Colstrip economic development plan. DLI also anticipates to open a Job Service Office in Colstrip, expand capacity in the Registered Apprenticeship program to recruit more businesses to be sponsors in the coal-impacted region, and hire a tribal workforce coordinator to work with dislocated workers on the Northern Cheyenne, Crow, and Fort Peck reservations.

###

UI eServices for Employers



Montana Department of
LABOR & INDUSTRY
Unemployment Insurance Division

Enroll now!

Join the *growing number of employers* who do their UI business via UI eServices. Over 30% of Montana employers use eServices to file quarterly reports and 38% pay electronically (ACH debit, ACH credit or credit card). The following provides more detail about some of the features in UI eServices:

- SIDES E-Response was implemented to help employers meet the 8-day response time on benefit claim separation requests. SIDES E-Response allows you to communicate directly with UI in a timely manner and track separation requests and responses. Once enrolled, you'll receive an email, rather than paper, requesting you log into UI eServices and respond to a benefit claim separation form via SIDES eResponse. Become familiar with SIDES eResponse now so you will be ready when we add SIDES modules for monetary and potential charges and earnings verification in 2018.
- In our first month of operation (April 2017) nearly 7% (6.98%) of claims separation requests went through either SIDES eResponse or SIDES. By this time next year, our goal is to have at least 35% of our claims separation requests processed through SIDES. Based on current progress, this goal is achievable. North Dakota is already at 33.68%, Idaho 51.61% and Utah 69.99%.
- Filing quarterly reports on eServices can easily be done by up loading the previous quarter's employee list and updating wages or by importing a file with quarterly employee wage information. You can also pay current or past due taxes electronically using ACH debit (no fee imposed) or credit card (2.5% convenience fee is assessed by MT.gov). If you prefer to pay by check, simply click "print a payment voucher" and enclose it with your payment to assure proper payment application.
- Would you like to receive reminders to file and/or pay your quarterly UI taxes? You can easily set up email notifications in your eServices account. Click "File & Pay" tab and "Set Up Email Reminder" in the upper right column.
- To access UI eServices, simply go to uieservices.mt.gov and follow the login instructions. If new to eServices, you first need a state of Montana ePass account (if you don't have one), and then register your eServices account. Be sure to have a copy of your most recent quarterly wage report handy to respond to the required security questions. From there, designate your contact (s) for responding to claimant separation requests in SIDES and for filing and/or paying your UI quarterly wage reports.
- It's fast, easy and secure! For questions or assistance in enrolling, call 444-6963 or 444-1874.



**U.S. Citizenship &
Immigration
Services**

USCIS Issues New Form I-9

New form becomes mandatory September 18th, 2017.

The newest version of the Form I-9 was published by U.S. Citizenship and Immigration Services (USCIS) July 17th.

The form is used to verify employment eligibility and will be mandatory beginning Sept. 18th, 2017.

Employers will be able to use this revised version or continue using Form I-9 with a revision date of 11/14/16 N through September 17th. On September 18, employers must begin using the revised form with the revision date of 07/17/2017 N.

Current storage and retention rules of the forms have not changed.

The revisions to the form relate to USCIS's List of Acceptable Documents and specifically update List C to reflect the most current version of the certification or report of birth issued by the U.S. State Department.

Employers completing the Form I-9 on a computer will be able to select the newly added Consular Report of Birth Abroad Form FS-240, which is issued to certain employees born overseas to a U.S. citizen parent. E-Verify users will also be able to select Form FS-240, when creating a case for an employee who has presented this document for employment eligibility verification.

You are invited to participate in a webinar on Form I-9 and E-verify.

The timing of this webinar is great as a new Form I-9 will be released next week. This very engaging presenter is a national trainer for U.S. Citizenship and Immigration Services. You will learn a lot of valuable information to share with your businesses, job seekers and even information you may find helpful with protecting your personally identifiable information. The webinar summary, learning objectives and webinar login information is provided below. The Power-Point presentation for the webinar will be available just prior to the webinar.

The Real Deal on Form I-9

A new version of the Form I-9 will be released mid July 2017 and employers will have to start using it by Sept 17, 2017.

This hour long discussion, where questions are encouraged, will cover a host of in-depth areas and answer your questions to the forms new blocks; the differences in the fillable version versus the paper copy; and other "in the weeds" areas that will assist you with your Form I-9 processes and compliance.

Key Learning Objectives:

Upon conclusion of my session, participants will be able to:

- * Conduct employment eligibility verifications, correctly, using the revised I-9
- * Understand the differences in the paper vs. the fillable I-9 versions to ensure proper completion of the form
- * Provide resources to improve your employment eligibility verification compliance processes and program
- * Discuss real world examples that will assist in your understanding and answer questions you may have.

Below is the webinar link and toll free phone number & code to pass for the July 26th (10:00am MST) and August 10th (1:00pm MST) sessions along with its description and objectives. The same login and dial-in numbers will be used for each session.

To join the meeting:

<https://uscisconnect.connectsolutions.com/mtdoli9/>

US (Toll Free): 1-866-928-2008

Participant Code: 132033

If you have never attended an Adobe Connect meeting before, test your connection:

[USCIS Connect Test](#)

"NO COST" OSHA 10 Safety Training for Montana Schools

Summary:

The OSHA 10 Hour Course teaches individuals how to identify, abate, avoid and prevent job related hazards as well as about their rights, employer responsibilities, and how to file a complaint. After training is completed students receive a course completion card from OSHA.

Active participation in and completion of this course may give students an advantage when applying for jobs as some employers, unions, and various other jurisdictions now require workers to have this training to work on job sites and to help fulfill their safety training goals.

Eligibility:

Available to public or private secondary and post-secondary schools in Montana

Available to youth employment related organizations (i.e. Youth Build, Montana Job Corps, etc.)

May invite members of the public if class seats are not filled
Instructors/teachers/staff encouraged to participate and earn a course completion card and OPI renewal credits.

Cost: provided at no cost to participants or schools,
(Sponsored by the MT Dept. of Labor & Industry).

General Guidelines:

A school representative such as an instructor must attend all class components.

Class size is limited to a minimum of 6 and maximum 40 participants.

Training is limited to a maximum of 7.5 hours of class time per day. Class segments will be delivered over 2-3 consecutive days (2 days for 1 class and 3 days for 2).

Breaks and lunches do not count as class time.

At a minimum, a 15-minute break period must be provided after every 2 hours of instruction.

A lunch period of at least 30 minutes must be provided for each training session that lasts for more than 6 hours. The lunch period is intended as a break period, and training is not allowed during this time.

Classes require a printed roster and close out meeting to confirm attendance.

Class Style:

Lecture, demonstrations, workshops, cases and exercises, and written class materials.

Videos will comprise less than 25% of class time.

Attendance requirements:

To receive a course completion card, a participant must attend all hours/elements of the class.

Course Completion Cards from OSHA:

Will be issued within 60 days of class completion.

Will be issued to teachers/instructors to hand out to students.

Contact:

David de Fer - CHST, OSH Specialist/Trainer, MT Safety & Health Bureau at: 406.444.9050, or e-mail: ddefer@mt.gov.

Incumbent Worker Training Program



Coming Soon: The Incumbent Worker Training Grant Business Workshop

Flexible solutions for your business needs

The Incumbent Worker Training program (IWT) is a program that provides **grant funding** to help eligible Montana small businesses purchase training for their existing (incumbent) workers. It also helps preserve existing jobs for Montana residents. Its intent is to help preserve existing jobs for Montana residents. Training can be customized to meet specific needs. Learn more about the program and application process in our upcoming business workshop to be announced, soon.

ANNOUNCEMENT: The Incumbent Worker Training program staff are finalizing changes in the Administrative Rules and Policy to reflect changes in the Montana Codes Annotated (law), based on HB0088. We will begin accepting applications as soon as the Rules and Policy are accepted.

Grant Amounts

Grant caps are tiered, based on the number of hours an eligible employee works:

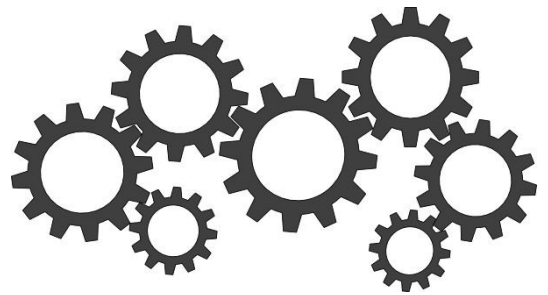
- 20-34 hours a week year round \$1000 and 35+ hours a week year round \$2000.

Match Requirements

IWT requires the applicant to match grant dollars:

- 20% of training costs;
- 20% of in-state transportation and lodging required to attend the training; and
- 50% of out-of-state transportation and lodging required to attend the training.

Any 20% match may be met in kind using wages paid while in training and travel status, except for sole proprietors.



Grant Funding Disbursement

IWT is a reimbursement program. By law, funding may not be released to grantees until the Department receives:

- Proof of payment issued by the trainer (i.e. a receipt); Receipts for other approved costs; and Proof of completion issued by the training.

Qualifying Businesses

- In operation in Montana at least one year.
- No more than 50 employees statewide.
- Must be registered with the Montana Secretary of State's Office as a(n): Association, Corporation, LLC, Partnership, or Sole Proprietor.* *Some exceptions apply.*
- Have a need for upgrading the skills of their employees as a way to remain competitive in their industry or the economy.
- Can meet the match requirements.

Qualifying Employees

- Work at least six months for the business and work an average of at least 20 hours a week year round.

Please visit: iwt.mt.gov



Montana Department of **LABOR & INDUSTRY** 2017 Workforce Development & Strategic Compensation Conference

At the Department of Labor & Industry, we are excited to share tools and tips to grow your business through pay equity, education, and strategic partnerships with state government. Montana Department of Labor & Industry staff will be joined by business leaders, educators, trainers, and other state agencies to give you all the tools you need to prosper and support Montana's economy for the future!

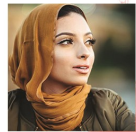
[Click HERE](#) to register today for this FREE conference!

EQUAL PAY FOR **EQUAL WORK** MONTANA TASK FORCE

September 21st 8:00am - 5:00pm

at
 UNIVERSITY OF
MONTANA

Join business leaders and Montanans in Missoula to learn strategic compensation and gain tools to grow and support your workforce. Pay equity is not just a woman's issue, it affects all businesses and is vital to the growth of Montana's economy. Now is the time to start recruiting a diverse and qualified workforce!



Keynote Speaker **Noor Tagouri**

Noor is a first-generation Libyan American and on-air journalist for Newsy. Recently, Noor released a documentary series called "A Woman's Job." A series about redefining what womanhood means.

University Center

University of Montana, Missoula
32 Campus Drive, Missoula, MT 59812

Thursday, September 21, 2017
8:00 AM to 5:00 PM

Friday, September 22, 2017
8:00 AM to 3:00 PM

Day One -

Join the Equal Pay Task Force at the University of Montana in September to learn about strategic compensation and gain tools to grow and support your workforce. Pay equity is not just a woman's issue, it affects all businesses. Montana's economy is growing—now is the time to start recruiting a diverse and qualified workforce!

Day Two -

Montana's economy will face many challenges over the next decade as our workforce flexes to meet the needs of employers and to fill thousand of jobs across the state. Montana Department of Labor & Industry staff and partners will be on site to help business owners understand Montana's economy and workforce needs using data and resources available to you. This conference will focus on connecting businesses with education pathways to help you attract and retain skilled and innovative workers.

All Department of Labor & Industry events meet Americans with Disability Act accessibility standards. If you require supportive services (ASL translation, Braille materials, etc) to attend this conference or if you have dietary restrictions, please email conference organizer Julie Walker at JuWalker@mt.gov.

EQUALPAY.MT.GOV



SAVE THE DATE!

Unlocking Montana's Workforce

**September 22nd
8:00am -3:00pm**

at

 UNIVERSITY OF
MONTANA

Learn how to:

- Understand Montana's economy & workforce needs
- Connect businesses with education pathways
- Attract and retain skilled & innovative workers
- Navigate changing regulations

SAVE THE DATE!



Leslie Cunningham Award-Winning Leadership & Teamwork Expert *Presents*

3 Powerful Principles for Boosting Employee Accountability

Thursday, August 31, 2017 at the Belgrade Chamber of Commerce; 7:30 AM to 9:30 AM



- Overcome resistance and achieve employee buy-in.
- Get your employees to follow through on their commitments and job responsibilities.
- Help your employees with prioritization, so when faced with competing job tasks they know how to focus their time and efforts effectively.
- Inspire your employees to think like an owner or manager so they strive to go above and beyond what's expected of them.
- Align your employees with your business goals and vision – so they see how their daily work contributes to the success of your business or organization.

Best Practice Secrets for Boosting Employee Accountability

Thursday, September 28, 2017 at the Belgrade Chamber of Commerce; 7:30 AM to 9:30 AM

- 3 best practices for getting your employees to take ownership & prioritize serving your customers.
- The exact steps you need to influence your employees to carry out their roles and responsibilities in the way they are supposed to be carried out.
- How to inspire desire to go the extra mile.
- How to motivate performance and results so it happens naturally without you and frees up your precious time.

5 Steps to Significantly Improve Your Leadership Performance

Thursday, October 26, 2017 at the Belgrade Chamber of Commerce; 7:30 AM to 9:30 AM

- The 5 essential steps for creating a cohesive team-and give your business the ultimate competitive advantage.
- The top 3 pitfalls that derail teams and keep even the most talented teams from realizing their potential.
- How to inspire a true desire in your employees to go the extra mile.
- The secret to improving trust and communication within your team.
- A simple team assessment for pin-pointing your teams weaknesses and strengths.
- Tools, tips, and templates for boosting accountability and responsibility to share with your team.

Leslie Cunningham Award-Winning Leadership & Teamwork Expert

\$50.00 per person. Discount for 2 or more from the same business at \$30.00 per person

Leslie is an award-winning leadership and teamwork expert and business coach with over 20 years of experience in leading workshops, educational seminars, and working with small business owners and leaders.

She is an internationally published author whose work has appeared in the Chicken Soup for the Soul series, a national columnist, radio personality hosting her own weekly call-in talk "Extraordinary Leadership & Teamwork" show, and has appeared live on CBS (formally CNN) News Talk Radio. Her mission is to empower every business leader to inspire extraordinary teamwork and breakthrough results.

Limited Space Available:

To Register, call Debe at 388-1616, Nancy at 582-9234 or E-Mail Sue at shanken@mt.gov

Sponsored by Job Service Employers Committee and Belgrade Chamber of Commerce



2018 JOB FAIR

Gallatin County Fairgrounds

April 11, 2018

Job Service
BOZEMAN
BOZEMANJOBS.MT.GOV
(406) 582-9200 | BozemanJSC@mt.gov

